



CHECKLIST FOR LOCAL WELLHEAD PROTECTION PROGRAM APPROVAL

Local wellhead protection plans submitted to the Michigan Department of Environmental Quality for review and approval should include, at a minimum, the subsections listed below.

- ☐ Basic information about the water supply system and community, such as:

Introduction

- ☐ Community location and population
- ☐ Present service area (geographic area and population served)
- ☐ Number of wells and capacity
- ☐ Local program goals for wellhead program

Roles and Responsibilities

- ☐ Identification of all people, local, county, or state agencies, or public water supply agencies that have significant responsibilities for carrying out the local wellhead protection program.
- ☐ Brief description of the roles and responsibilities of each person or agency
- ☐ Intergovernmental agreements, memoranda, or ordinances which set forth procedures or responsibilities related to wellhead protection
- ☐ Agency, person and/or team responsible for the periodic update of the local wellhead protection program

Wellhead Protection Area Delineation

- ☐ MDEQ approved wellhead protection area delineation (reference the approval letter in the program plan)
- ☐ Map of the wellhead protection area boundaries, using the ten year time-of-travel; or one-mile radius for low-tritium well fields (use of a U.S. Geological Survey quadrangle map as a base is recommended).
- ☐ One mile radius if confirmed low-tritium wellfield
- ☐ Map should indicate the wellfield location, municipal boundaries, and topographic contours
- ☐ Map of additional delineations using other times-of-travel, if useful for local wellhead protection (optional)
- ☐ Small watershed boundaries and/or surface water runoff patterns, if appropriate for wellhead protection (optional)
- ☐ Storm water drainage system and facilities, including storm water basins, if relevant to wellhead protection (optional)

Contaminant Source Inventory (Potential Sources of Contamination)

- ☐ Map which displays all potential sources of contamination within the wellhead protection area(s)
- ☐ Description of the process used to identify potential sources of contamination, including sources of information
- ☐ Comprehensive listing of all potential sources of contamination within the wellhead protection area, including the following:
 - ☐ Sites of Environmental Contamination (201 sites), Remediation and Redevelopment Division (RRD), MDEQ (Part 201 of Act 451) (<http://www.deq.state.mi.us/part201ss/>)
 - ☐ Underground Storage Tank List, Waste and Hazardous Materials Division (WHMD), MDEQ (Part 211 of Act 451) (<http://www.deq.state.mi.us/ustdl/>)
 - ☐ Leaking Underground Storage Tank Sites, Remediation and Redevelopment Division (RRD), MDEQ (Part 213 of Act 451) (<http://www.deq.state.mi.us/lustcs/>)
 - ☐ Oil & Gas Contamination Sites, Office of Geological Survey, MDEQ (Act 61) (<http://www.deq.state.mi.us/mir/>)
 - ☐ Hazardous Waste Generators, Waste and Hazardous Materials Division (WHMD), MDEQ (Part 111 of Act 451) (<http://www.deq.state.mi.us/tsdl/> & <http://www.deq.state.mi.us/wdspil/>)
 - ☐ Groundwater Discharge Permits, Groundwater Permits Unit, MDEQ (517) 373-8148 (Part 31 of Act 451)
 - ☐ Landfill/Solid Waste Disposal Site List, Waste and Hazardous Materials Division (WHMD), MDEQ (Part 115 of Act 451) (<http://www.deq.state.mi.us/wdspil/>)
 - ☐ Federal National Priorities List; EPA, Region 5 (CERCLA & Superfund) (<http://www.epa.gov/superfund/sites/npl/npl.htm> & <http://www.deq.state.mi.us/spad/>)
 - ☐ Federal permits for Class V wells (Underground Injection Control Program) [Optional]
 - ☐ Other sites of concern _____

Management Approaches for Local Wellhead Protection

- ☐ Description of the local management program for wellhead protection. Examples of local management program elements include:
- ☐ Abandoned well search and/or closure
 - ☐ Zoning ordinance provisions for wellhead protection
 - ☐ Facility inspection or hazardous material survey program
 - ☐ Information to businesses concerning state and county requirements
 - ☐ Environmental permits checklist for new businesses
 - ☐ Strategic monitoring within the wellhead protection area
 - ☐ Inter-agency coordination and communication
 - ☐ Other wellhead protection program elements developed by the local agency
 - ☐ Identification of partnerships or agreements with county or state agencies which will help implement the local wellhead protection program
- ☐ Timetable for management program implementation

Contingency Planning

- ☐ Policies and administrative procedures for water supply emergency response, including:
- ☐ Response protocol in the event of a hazardous substance spill or other emergency
 - ☐ Emergency water supplies (bottled, bulk, etc.)
 - ☐ Policies and procedures related to water supply replacement

Plan for New Wells

- ☐ If expansion of the water supply system is anticipated, the wellhead protection program plan should include:
- ☐ Identification of the proposed location, depth, and other descriptive information for all new wells
 - ☐ Proposed method for incorporating new wells into wellhead protection program
 - ☐ Determination of the wellhead protection area (if known), or the timetable for wellhead protection area delineation

Public Participation and Outreach/Education

- ☐ Description of the methods used to involve and educate the public during the wellhead protection planning and implementation process. Examples include:
- ☐ Local meetings
 - ☐ Newsletters
 - ☐ Newspaper articles
 - ☐ Other media outlets _____
 - ☐ School presentations
 - ☐ Brochures
 - ☐ Website
 - ☐ Wellhead protection signage
 - ☐ Hazardous waste collection activities
 - ☐ Other _____
- ☐ Timetable for outreach and education program implementation.

The completed local wellhead protection plan should be submitted to:

Mr. Wayne Kukuk
Michigan Department of Environmental Quality
Water Bureau
Drinking Water and Environmental Health Section
Source Water Protection Unit
P.O. Box 30273
Lansing, Michigan 48909-7773

Send questions or comments to kukukw@michigan.gov or phone 517-241-1434. You can also access the WHP Grant Program Rules, which include additional details about WHP plans at the following website: <http://www.michigan.gov/deqwd> (from that page, click on the "Wellhead Protection" link under the "Groundwater" subheading.